

25X1A6a

C
O
P
Y

Records Center

8 December 1955

25X1A6a

MEMORANDUM FOR: [REDACTED]

SUBJECT: Procurement of Laborer for Records Center

1. Problem:

25X1A6a

The procurement of two full time laborers for the Records Center Operation at [REDACTED]

2. Facts Bearing on the Problem:

a. Laborers cannot be assigned to the Records Center from the present labor force at [REDACTED]

25X1A6a

b. The Center is presently receiving records at the rate of 520 cubic feet per month. About 90 per cent of these [REDACTED] cardboard cartons

25X1A13c

[REDACTED]
per cubic foot, these receipts amount to about [REDACTED] (15,600 lbs.) of material that must be handled each month.

c. The Center is equipped with materials handling equipment consisting of a battery powered fork lift; hand pallet transporters and semi-live skids and jacks. This equipment must be operated and maintained for the efficient and economical movement of records.

d. Records in the Center are stored on steel shelving, ten shelves high, in the standard size cubic foot carton. Receipt of records involves movement of boxes from a truck to the receiving area for processing, and then to the proper storage area for shelving.

e. From time to time it is necessary to shift and consolidate records in the storage area in order to expedite reference service or to maintain a logical file arrangement.

25X1A13a

- g. Cleanliness within the Records Center is of paramount importance in respect to records preservation and the health of personnel. The Center has 20,662 square feet of floor space, including two latrines, to be swept and mopped. In addition, 637 sections of steel shelving and boxes stored thereon must be kept free of dust accumulation. By GSA standards these requirements call for more than one position.
- h. On occasion records must be cleaned upon receipt in the receiving area. This is accomplished with an industrial type vacuum cleaner installed in the Center.

3. Conclusions:

The work described above is physical and requires no specialized training. The performance of these physical tasks is essential to the Centers operation.

The Records Center has a TO of 12 persons classified as Records Management Analysts ranging in grade from GS-5 to GS-12. Although some physical work is normally performed by all Center personnel in discharge of their duties, they cannot be properly expected to carry on all the day to day routine physical tasks itemized in the facts above, even if time were available. To expect such work from analysts would be financially uneconomical in respect to utilization of manpower; an improper assignment of duties; and would seriously lower the morale of the Center Staff. In requesting laborer positions the Center is following operating precedents established by the GSA Federal Records Centers as well as Army, Navy and State Department Centers. Based on standards developed by GSA for manpower expended on the receipt, reference service and disposal of records, the Center is now operating with a deficiency of 2.4 positions.

4. Action Recommended:

That two laborer positions be established on the Center TO, and be paid for out of existing available allotments or a supplemental allotment.

25X1A6a

/s/ [REDACTED]
Chief, Records Center

25X1A9a